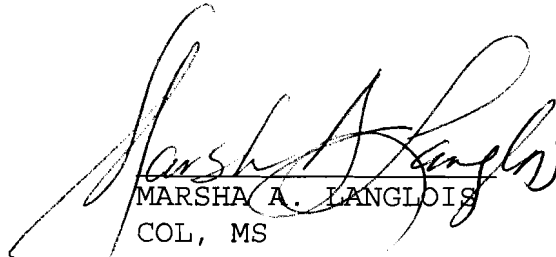



U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
ACADEMY OF HEALTH SCIENCES
DEPARTMENT OF HEALTH SERVICES ADMINISTRATION (DHSA)

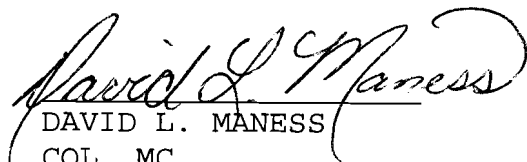
STUDENT EVALUATION PLAN
551-91J10 MOS TRAINING (MOS-T) (Resident)
(Phase 2)
MEDICAL LOGISTICS SPECIALIST (MOS-T)



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DATE APPROVED: 3 June 06

This SEP supersedes the 551-91J10 (MOS-T) Phase 2 SEP, dated 20 December 2004.

STUDENT EVALUATION PLAN

551-91J10 MOS-Training (MOS-T) (Resident) Phase 2
Medical Logistics Specialist (MOS-T) (Resident)

I. PREFACE. The purpose of this Student Evaluation Plan (SEP) is to establish policies, assign responsibilities and prescribe procedures for the execution of the 551-91J10 MOS-T (Resident), Medical Logistics Specialist Course MOS-T (Resident). The policies and procedures prescribed herein shall apply to all individuals attending the course.

II. COURSE DESCRIPTION.

A. This is Phase 2 of a two phase course conducted at the U.S Army Medical Department Center and School (AMEDDC&S). Phase 1 is the non-resident (Distance Learning) study of approximately 70 credit hours duration. Phase 2 is resident training consisting of two weeks of didactic instruction at the AMEDDC&S. The course is designed to fill the scholastic requirements for awarding the 91J MOS to reclassifying National Guard and Reserve Component personnel.

B. The course provides training in medical logistics procedures in Table of Distribution and Allowances (TDA) and Modification Table of Organization and Equipment (MTOE) medical units. It is comprised of conferences, discussions and hands-on skills training. Areas of concentration include: DOD Federal Logistics (FEDLOG), Inventory Management, Universal Data Repository (UDR), Theater Army Medical Management Information System (TAMMIS) and Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE).

C. Prerequisites. This course is open to non-active duty, prior service Reserve Component (National Guard and Army Reserve) SSG and below. Soldiers must have an Academy of Health Sciences Certificate of Eligibility for successful completion of 551-91J10 MOS-T (DL) Phase 1 before a unit can make a reservation for the resident Phase 2. Soldiers holding MOS 91A, 91K, 91P, 91V and 91WM6 will not be considered. Enlisted women who are pregnant will be processed IAW AR 635-200 and Paragraph V.F of this SEP. Soldiers must have no history of a felony conviction; no weapons, ammunition, explosive, or arson charges; any drug activity involving illegal possession, buying, selling, or distribution (dealing) of controlled substances or synthetics; violence against person or property; no sexual

misconduct; and no record of conviction by special or general courts-martial or civilian courts of offenses listed in chapter 24 of AR 27-10 (Military Justice), or otherwise required to register as a sexual offender under chapter 24, AR 27-10. The physical profile serials (PULHES) applies to initial entry Soldiers only and is not used as a prerequisite for Soldiers reclassifying into this MOS. A minimum score of 95 in aptitude area clerical (CL) in Armed Services Vocational Aptitude Battery (ASVAB) test administered prior to 2 January 2002. A minimum score of 92 in aptitude area CL on ASVAB tests administered on or after 2 January 2002 and prior to 1 July 2004. A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

D. Service Obligation. The service remaining requirement (SRR) upon completion of this course is governed by NGR 351-1 (1 year) or AR 135-200 (1 year). Prior to the departure from home station, Soldiers are required to re-enlist or extend their term of enlistment in order to fulfill the SRR upon completion of the course. When reporting to the AMEDDC&S for training, Soldiers who do not meet the SRR will not be accepted into the course unless the SRR is fulfilled.

E. Special Information. National Guard and Army Reserve SSGs will receive an Academy of Health Sciences U.S. Army Certificate of completion for attending this course. Additional skill level 30 training is required to be awarded the MOS.

III. PURPOSES OF EXAMINATIONS. As a student you will be evaluated on a regular basis. The purposes of these examinations include but are not limited to the following:

A. Monitor and measure the degree to which you have achieved the stated course objectives.

B. Provide you feedback on academic progress or achievement.

C. Support the decisions for counseling, academic probation, relief, and new start procedures.

D. Determine your class rank, in comparison to other students, for recognition and awards.

E. Provide feedback to the Program Director on the effectiveness of instruction and instructional materials.

IV. COURSE REQUIREMENTS. To graduate from this course, you must achieve the required academic and nonacademic standards.

A. Academic Standards.

1. You must attain 70% or greater on all examinations and achieve a cumulative academic average of 70% to pass this course.

2. If you fail an exam, you will be provided remedial training and an opportunity to be retested.

B. Nonacademic Standards.

1. Standards of Conduct. Conduct such as cheating, disrespectful behavior, personal appearance, substance abuse, sleeping in class, tardiness, and fraternization with instructors will not be tolerated. School policies will be strictly enforced IAW Uniform Code of Military Justice (UCMJ) and AMEDDC&S Reg 351-12 as applicable.

2. Physical Fitness. Soldiers are required to meet the body composition standards of AR 600-9 to graduate from this course. Soldiers that do not meet body fat composition will not be enrolled in this course.

a. You are required to adhere to a physical fitness program in order to maintain appearance and physical standards IAW AR 350-41 and AR 600-9.

b. Due to the short duration of the course, an Army Physical Fitness Test (APFT) will not be administered

3. You are required to read the contents of this SEP and sign the Acknowledgement Memorandum (See Appendix C) during the first day of class.

V. POLICIES/PROCEDURES.

A. Examination Types and Procedures

1. You will take four examinations during the course. You must attain at least 70% on all examinations to graduate. A

list of examinations, the type of exam, and possible academic points are listed in Appendix A.

2. You will be informed of the results of your performance as soon as possible following each examination. Post-examination reviews will be conducted to provide detailed performance feedback, identify the correct answer for each item, discuss scoring criteria, and settle any student disputes.

3. Administrative Procedures.

a. Rescheduling Examinations. Examinations will be rescheduled if you were authorized to be absent during the examination period. In cases where the student's absence is unauthorized, the Program Director will decide whether to afford the student an opportunity to be tested.

b. You will be informed of the results of your performance as soon as possible following each examination. Post-examination reviews will be conducted to provide detailed performance feedback, identify the correct answer for each item, discuss scoring criteria, and settle any student disputes.

B. Remedial Training/Retest.

1. If you fail an examination (score below 70%), you will be counseled and provided remedial training to restudy the material and practice skills prior to undergoing a retest IAW AMEDDC&S Reg 351-19. Remedial training and retesting is considered academic time, but will be performed before or after normal classroom instruction. Remedial training and retesting will not occur on the same day.

2. The maximum score you can achieve for a retest is 70%.

3. If you fail a retest, you will be counseled and possibly recommended for removal from the course IAW AMEDDC&S Reg 351-12.

4. If you do not comprehend the course subject matter, you may request assistance from the instructor staff at any time.

C. Student Counseling. Academic and Nonacademic counseling will be conducted IAW AMEDDC&S Reg 351-12. Counseling provides you an opportunity to review your progress during the course and

gives your counselor an opportunity to impact your academic development.

1. The Class Advisor will be assigned as your Academic Counselor due to the short duration of the course.

2. You will be formally counseled, in writing, a minimum of two times during the course including the initial counseling. You also will be counseled if you fail an examination.

3. You may request academic counseling at any time throughout the course from the staff.

4. Documenting Counseling Sessions.

- a. Initial and Weekly Counseling. Counseling will be recorded on the Record of Student Counseling, CSFS Form 123-E-R or CSFS Form 123-1-E-R.

- b. Negative Counseling. Counseling for poor academic or duty performance, deficiency, or misconduct is recorded on a DA Form 4856, Developmental Counseling Form.

D. Grading. Grades and percentages are determined utilizing a 450 academic point system. A cumulative academic average (final grade point average) is determined by dividing your total points achieved by the total number of possible academic points (See Appendix A).

E. Student Relief/New Start. In accordance with AMEDDC&S Reg 351-12, The Class Advisor, with concurrence of the Program Director, may recommend that you be relieved from the course or placed as a new start in a different cycle for any of the following reasons:

1. Academic. You may be recommended for relief or new start if you fail to meet academic course requirements described in this document.

2. Nonacademic.

- a. You may be recommended for nonacademic relief or new start if you fail to meet the nonacademic standards described in this document.

b. You may also be recommended for relief or new start if you have cumulative absences of 4 hours or more for emergency leave, hospitalization, incarceration, illness, etc.

1. Procedures.

a. If the Class Advisor recommends you for relief or new start from the course, you will receive a copy of the Recommendation for Student Action, CSFS Form 29-E-R, as prepared for the Course Director's signature. The academic relief process follows the flow chart at Appendix B.

b. If the decision is to afford you a new start, you will be returned to your unit and may be rescheduled to attend a future 551-91J (MOS-T) Course.

c. Grades received during the class preceding your new start will not be carried forward. You will be required to repeat all blocks of instruction conducted during the course.

2. Student Appeal Process. Students recommended for relief or new start have the right to appeal IAW AMEDDC&S & FSH Reg 351-12. The class advisor will counsel you on the appeals process when you are provided with a copy of the Recommendation for Student Action. You must exercise this right within three duty days after being notified of such pending action.

F. Pregnancy. If it is determined that the Soldier is pregnant during the course, the attending physician must make a determination if continuing the course would be harmful to the pregnant Soldier. The Soldier's commander will decide whether the Soldier will continue or be dismissed from the course. Dismissal will be for medical reasons and the Soldier will be eligible to return to the course.

VI. SPECIAL RECOGNITION FOR STUDENTS IAW AMEDDC&S REG 351-10.

A. PROCEDURES.

1. Your class standing is determined by comparing your cumulative grade point average with those of other students in your class.

2. You will be nominated if you meet the selection criteria for Distinguished Honor Graduate (DHG) or Honor Graduate (HG) candidate.

3. Only one Distinguished Honor Graduate (DHG) will be selected per class unless no student meets the eligibility requirements.

4. In the event of a tie for honors, the Program Director will make the final decision based on the students' overall performance during the course.

B. Ineligibility for Honors. You will not be eligible to receive honors, regardless of cumulative academic average, if any of the following has occurred:

1. Received punishment, under the provisions of the UCMJ, for infractions committed while in student status at the AMEDDC&S.

2. Received formal counseling for improper behavior or personal conduct.

3. Received a failing grade on any examination or was placed on academic probation during the course.

4. Failed to meet height and weight standards.

5. Received a new start date, due to academic failure of a previous 551-91J10 course, regardless of your cumulative academic average.

C. Types of Honors.

1. Distinguished Honor Graduate (DHG). The student who attains the highest cumulative academic average of 95% or higher and does not score below 85% on any exam is eligible. A certificate of recognition signed by the Commandant will be awarded to the selected student.

2. Honor Graduate (HG). The student(s) who attains a cumulative academic average of 90% or higher and does not score below 80% on any exam is eligible. A certificate of recognition signed by the Commandant will be awarded to the selected student (s).

3. Commandant's List. The students who are in the top 20% (highest point totals) of the number of graduating students in a specific class, including the Distinguished Honor Graduate and Honor Graduate(s) and have not scored below 75% on an initial

exam is eligible. A certificate of recognition signed by the Commandant will be awarded to the selected students.

VII. ELIGIBILITY FOR DIPLOMAS. You will be awarded a diploma, AMEDDC&S Form 205, upon satisfactory completion of the academic and nonacademic requirements of this course as described in this SEP.

VIII. PROCEDURES FOR ARMY STUDENTS TO OBTAIN DOCUMENTATION OF ACADEMIC COMPLETION.

A. The American Council on Education (ACE) evaluates AHS courses to recommend college credit value to colleges and universities. The Army/American Council on Education Registry Transcript System (AARTS) represents a partnership between the Army and the American Council on Education (ACE). The transcript documents an enlisted Soldier's military schooling and experience. The AARTS transcript provides college credit recommendations designed to help registrars and admission officers at civilian colleges and universities in their evaluation and award of credit for the Soldier's military learning experiences.

B. To request an AARTS transcript, visit the AARTS web site at <http://aarts.army.mil/> or send your written, signed request or completed DA Form 5454-R by fax or mail to:

AARTS Operation Center
415 McPherson Ave
Fort Leavenworth, KS 66027-1373
Telephone: (866) 297-4427 or DSN 552-3269
Fax (913) 684-2011 or DSN 552-2011
E-mail: aarts@leavenworth.army.mil

C. To apply for college credits, you must furnish documents specified in the ACE Guide to the civilian school(s) from which you want to receive credit. The civilian school(s) will decide on acceptance of ACE credit recommendations and hours to be credited.

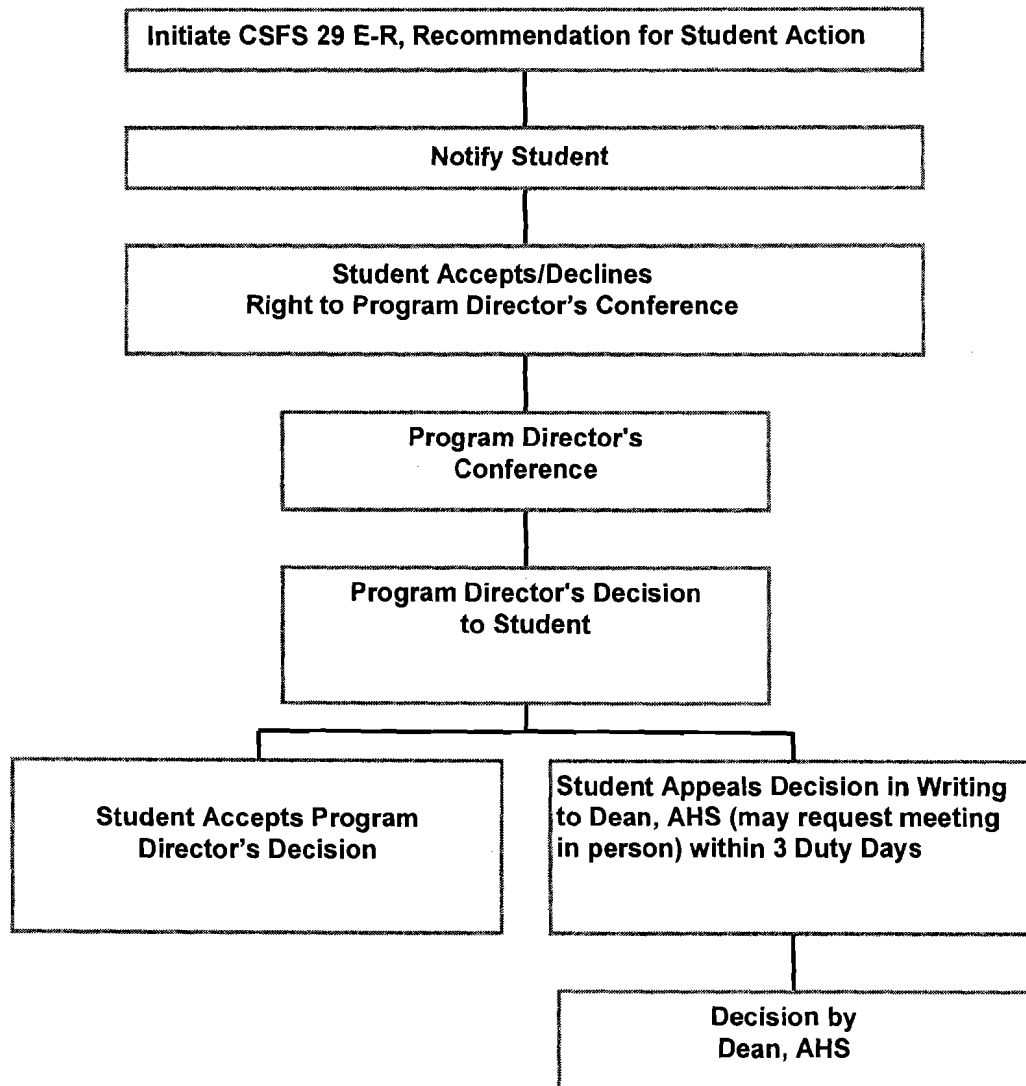
D. Application Assistance. The Education Services Officer from the Army Education Center can assist you in preparing DD Form 295, Application for Evaluation of Learning Experiences During Military Service, to obtain recognition from civilian schools.

IX. ACADEMIC EVALUATION REPORTS (AER). The Academic Advisor will prepare your DA Form 1059, Academic Evaluation Report. You must attain a cumulative academic average of at least 75% to receive "Achieved Course Standards" on your Academic Evaluation Report (AER) and 70%-74.99% to receive "Marginally Achieved Course Standards". You must graduate in the top 20% of your class in order to receive "Exceeded Course Standards". You may obtain additional information concerning Academic Evaluation Reports by referring to AR 623-1.

APPENDIX A
Course Lessons and Academic Points

Examination Title	Type	Points
Universal Data Repository (UDR)	Graded Practical Exercise	100
Inventory Management	Written and Graded Practical Exercise	100
Theater Army Medical Management Information System (TAMMIS)	Graded Practical Exercise	150
TAMMIS Manual	Graded Practical Exercise	50
Federal Logistics (FEDLOG) on CD-ROM	Graded Practical Exercise	50
Total possible academic points		450

APPENDIX B
Academic Relief Flow Chart (Enlisted Personnel)



APPENDIX C

Student Evaluation Plan Acknowledgement Memorandum

MCCS-HFE

Date _____

SUBJECT: Acknowledgement of Reading Student Evaluation Plan
(SEP)

1. I have read and understand the Student Evaluation Plan (SEP) for the 551-91J10 MOS-T Phase 2, Medical Logistics Specialist MOS-T Resident Course. All questions pertaining to the SEP were answered prior to signing this memorandum.

2. I have also been informed of the counseling requirements IAW AHS Reg 351-18.

Signature

Print Name